

## MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of April was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on April 26, 2016.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mrs. Stacey J. Keppen, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Mrs. Theresa Reustle, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Casework Supervisor; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Marilyn Guzman, Clerk Typist 2 and Ms. Janice M. Eickhoff, Clerk Typist 3. Attorney Edwin Stock, Solicitor for the Authority, Mr. Valdis Lacis, Reading Eagle Reporter and Mr. Frank B. Denbowski, Special Assistant to the Mayor were present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present:        Mr. Steven E. Belinski  
                     Mrs. Rebecca Acosta  
                     Ms. Lorena Patricia Keely

Absent:         Mr. Walter Pawling  
                     Ms. Tina White

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Ms. Keely and second by Mrs. Acosta approving the minutes of the Regular Monthly meeting held March 22, 2016. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. Keely approving the bills as submitted by Mrs. Reustle for the period of March 1, 2016 to March 31, 2016. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of March 2016.

Fund	Restricted/Escrow	Investments	Unrestricted	Total
W-66 Public Hsg	\$3,394,715.67	\$ .00	\$473,797.10	\$ 3,868,512.77
P-4628 Section 8	342,658.27	.00	0.00	342,658.27
P-15 Sylvania	85,459.00	3,553.50	2,208,017.26	2,297,029.76
River Oak Apts.	47,783.84	.00	319,756.03	367,539.87
Park Place	10,050.02	.00	.00	10,050.12
Total	\$3,880,666.80	\$ 3,553.50	\$3,001,570.39	\$6,885,790.69

A motion was made by Mrs. Acosta and second by Ms. Keely that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

**COMPREHENSIVE GRANT PROJECTS**

**223-2014 CAPITAL FUND** – We received this allocation in the amount of \$2,146,877.00. Work items included roofs at Rhodes/Eisenhower and the limited boiler replacement program as explained at a previous Board Meeting. These items are complete in this funding allocation.

**224-2015 Capital Fund** – Staff submitted work items for this Capital Fund allocation to HUD for their review and to input these work items into their system so we will be able to access funding. I believe this has been completed and we can begin scheduling the work items; Glenside Electric, Hensler roofs and siding, and patios at Glenside and Oakbrook.

**225-2016 Capital Fund** – The funding for this allocation has been awarded and it is in excess of 2.2 million dollars and we will provide a breakdown of the work items we will be funding; roof replacement at Kennedy, Franklin and Hubert; patios at Oakbrook and Glenside and boilers at Oakbrook.

We have been trying to get the City of Reading to sign off on our Environmental item they have signed off since HUD has required it to be signed by the City. They have been indicating there is a financial liability for the City and wanted to have a disclaimer on the form and we said that was fine since there is no financial liability or responsibility for the city on this issue. They still will not sign off on this and I have put this on the agenda for discussion.

**OCCUPANCY RATES BY PROPERTY/PROGRAM**

**Public Housing**

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
98.4%	97.6%	98.0%	98.5%	98.9%

**Sylvania Homes**

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
93.1%	95.6%	94.3%	97.2%	96.9%

**River Oak Apartments**

1/1/16 – 3/31/16	10/1/15 – 12/31/15	7/1/15 – 9/30/15	4/1/15 – 6/30/15	1/1/15 – 3/31/15
95.0%	95.3%	96.7%	94.6%	99.3%

**UTILIZATION RATE BY PROGRAM (CY-funded)**

**Housing Choice Voucher (Section 8) YTD Utilization, by Number of Vouchers, As of:**

3/31/2016	6/30/2016	9/30/2016	12/31/2016
89.5%			

**Housing Choice Voucher (Section 8) YTD Utilization, by Funding, As of:**

3/31/2016	6/30/2016	9/30/2016	12/31/2016
98.0%			

**Shelter Plus Care Utilization, by Number of Vouchers**

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
105.5%	122.2%		

**Shelter Plus Care Utilization to Date, by Funding**

10/1/15 – 12/31/15	1/1/16 – 3/31/16	4/1/16 – 6/30/16	7/1/16 – 9/30/16
20.4%	43.4%		

**CHARGE-OFFs**

	Net Charge-off on Vacated accounts as of 11/30/2015	7/1/15 – 9/30/15	4/1/15 – 6/30/15	XXX – 3/31/15	
Public Housing	\$12,983.00 – 10 accounts	\$35,631.39 (net) 30 accounts	\$37,462.76 (gross)	\$7,484.63 (gross)	
Sylvania Homes	\$462.92 – 1 account	\$4,855.93 (net) 6 accounts	5,433.13 (gross)	\$1,756.09 (gross)	
River Oak Apartments	\$5,839.59 – 4 accounts	\$1,986.90 (net) 1 account	737.90 (gross)	\$0	

**Vacant Unit Report**

	Units Scheduled to be leased	Units Assigned to by Eligible Applicant	Units for Transfer	Unassigned Units	Total Vacant Units
<b>Public Housing</b>					
Glenside Homes	2				2
Hensler Homes			1		1
Oakbrook Homes	3	1	1	1	6
Franklin Tower					0
Kennedy Towers	2				2
Rhodes Apartments	1	1			2
Eisenhower Apartments	1		1		2
Hubert Apartments					0
<b>TOTAL (1607)</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>15</b>
<b>Scattered Sites (2)</b>					
<b>Sylvania Homes (126)</b>		2		8	10
<b>River Oak Apartments (72)</b>	1				1
<b>726 North 11<sup>th</sup> Street (2)</b>					
<b>NSP Units (6)</b>					0
<b>TOTAL, ALL DEVELOPMENTS (1815)</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>9</b>	<b>26</b>

### Waiting List Report

Bedroom Size	# on WL	# on WL with City Pref	Contacting Applicants from	Waiting Period (months)	Sylvania	River Oak	Housing Choice Voucher Program
Studio	151	82	6/2015	9-12	XX	XX	XX
1 BR – E/D	3	1	4/2014	12-24	XX	XX	XX
1 BR – Gen Occ	119	82	4/2014	12-24	30	XX	XX
2 BR – Gen Occ	163	138	4/2014	12-24	40	10	XX
3 BR – Gen Occ	167	150	4/2014	12-24	7	7	XX
4 BR – Gen Occ	27	24	4/2014	12-24	3	XX	XX
5 BR – Gen Occ	4	1	4/2014	12-24	XX	XX	With City Pref: 166
<b>TOTAL</b>	<b>634</b>	<b>478</b>			<b>79</b>	<b>17</b>	<b>TOTAL: 257</b>

**RESIDENT SERVICES** – Service Coordinators continue to focus on efforts with highrise residents who have failed housekeeping inspections. Plans are being made with Reading School District to have a “summer feeding program” for Oakbrook youth in the pavilion next to the BCHC. Wellness programs continue to see a gradual rise in attendance. Reading Health Systems has invited RHA to partner in application for multiple grants, including one from the Robert Wood Foundation related to healthy food access. Requests for proposals have been issued for ongoing Wellness, Youth and Chore Services, with the intent to bring contracts to the board for the May meeting. The CWRC is planning its first all-membership meeting for June 21<sup>st</sup>.

**SAFETY & SECURITY** – Officer David Andre, one of two RHA-contracted Reading Police Department officers, has retired from the force after 21 years of service. Officer Greg Zawilla has been assigned as his replacement, and brings 16 years of experience with RPD, including most recently as a Detective in Criminal Investigation. Officer Russel Foltz will ensure his orientation to our detail, including making introductions to our Commissioners at an upcoming meeting. There are no notable concerns in any developments at this time. Efforts are underway to make application for a HUD Safety and Security grant. If funded, the application would provide funding for additional cameras, lighting and fencing.

**PUBLIC HOUSING FUNDING** - Preliminary estimates are showing we will receive 83% of our funding for our Operating Fund and is about the same as the last few years. The Capital Fund appears to be about the same amount as last year but do not know exactly what it will be before HUD does its alleged calculations to come up with the final funding amount. Hopefully, we will get the final numbers sooner than later.

**HABITAT FOR HUMANITY (HFH)** – The Habitat project to date is currently at 95% completion on the demolition of the building. The next phase will be interior framing. I will keep you up to date on this project as it moves along.

**RHA PAINTING PROGRAM FOR OCCUPIED UNITS** – We continue the painting program. To date, this program is going well and all units are in compliance with our requirement they be painted every ten years.

RHA has instituted a painting program for all of the units we own and manage which will ensure all units have and or painted within ten years.

**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)** – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 331 Elm Street and 460 Centre Avenue are in either occupied or in the process of being filled. However, 201 N.

3<sup>rd</sup> does not have a Certificate of Occupancy as yet and expect it to happen soon. So we are unable to fill these units until that occurs.

As mentioned before, Albert would like to have the units at 201 N. 3<sup>rd</sup> rented to Artists and we are asking him to give us the criteria to be used for selecting artist for these units. I will update you on any changes in this project.

**RENTAL ASSISTANCE DEMONSTRATION (RAD)** – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run. At the NAHRO Conference it was noted that HUD had a very large backlog of agencies applying for RAD and it was noted it may be a long time before they would be processed.

I will keep you posted on any new developments in this program. To date, there have not been any new updates on the RAD program.

**YOUTHBUILD** – This program is moving along and the participants are installing ceramic tile in the bathrooms and at Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. There is a thought of starting a home health care training program with the Youth Build to be incorporated into the Federally Qualified Health Care Center we are working on and would be a great offshoot for this program and may have started.

**PARK PLACE ON PENN PROJECT-** We plan to advertise and or contract with a marketing firm to help us get this project underway and perhaps a realtor in addition to a marketing firm.

There has been no change in this program to date.

**OAKBROOK AND GLENSIDE HOMES PATIO DESIGN** – We are in the midst of installing the first patios at Oakbrook and Glenside in the next few months so it should be interesting. We are looking forward to seeing how well they are received and will have some pictures of the first ones for the Board to look at as soon as they are installed.

We will then be looking to see how well they are received and used to determine if there are modifications we could make so they are more attractive for use by the residents. We do not want to put something in that does not meet our standards.

**MASANO CAR MALL** – REDESIGN Reading has been designated as the coordinator along with Masano as of the development of the Lancaster Avenue Development area which includes but is not limited to new Masano Auto Mall and all of Lancaster Avenue from 222/422 exit all the way to Shillington. The group included RRA, RHA, RPA, City of Reading, Alvernia University, Reading Body, Masano Group, Queen City Diner with the intent to get more organizations and businesses in this areas involved in the project as they are identified.

The Group convened to discuss the implementation of streetscape and green infrastructure development in Community and to coordinate various development activities in the focused neighborhood areas into an overall development Plan. There are several critical and or important projects currently underway and/or have been completed such as the Regional Auto Showroom (scheduled to open December of 2016) and the development of The Environmental Exploration Center at Angelica Park by Berks County Conservancy and the Oakbrook Health Center

(completed). Discussions are ongoing and other development partners are being identified and being invited to participate in this project.

Another meeting is scheduled for the end of this month.

**RHA BUDGET** – We will be presenting a revised budget next month. There are items and issues we want to look at to determine how the budget is prepared and how everyone will follow the line items for their AMP and is something we have gotten away from and need to get back to following a budget. At this time we are still in the midst of reviewing every line item on the budget and it takes time.

We have increases in wages, health insurance and other items along with decreases in funding for the last few years all of which have an effect on our bottom line. However, we do have seven months of reserves which could be reduced to three months if HUD sequesters any funds in the future.

**NAHRO CONFERENCE** – The NAHRO conference was talking a lot about the upcoming election and what effect it will have on the various programs. Though, a lot of the issues were the uncertainty of what may or may not happen or will happen. It will be an interesting time in the coming year depending on what who is elected as President. No matter who is elected there will be a lot of new faces at HUD and will be interesting to see what changes come about.

Two of the changes will be the re-federalization of the Central Office funds and the electronic reporting on the Section 8 Housing Quality Standards inspections. However, I should point out these changes will more than likely take place over two to three years and could change depending on who is elected in the next year.

**SOLAR ENERGY** – RHA has been looking at the possibility of participating in an innovative solar energy program which will permit us to have most and possibly all of the cost paid for with a mixture of tax credits and loans to be paid out of the energy savings. We will have representatives of a solar company present the idea of solar energy at RHA. At this time we are just exploring the possibility of this and have not made any commitments as this is far into the future at this time. We are also looking into determining if this energy savings program can be included with our or another phase of the energy savings program.

It will also be good when attending the Honeywell Users Group to see if any of the other participants have been involved in solar energy as an energy savings program.

**HIGH PERFORMER STATUS** – RHA on April 20, 2016 received notification from HUD that we have again achieved High Performer Status under the Public Housing Assessment System by attaining score of 92. We have been a High Performer for many years and I am sure both the Board and Staff are pleased this status.

**MEETINGS:**

- Workforce Investment Board Policy and Planning Committee.
- NAHRO Conference.

A motion was made by Ms. Keely and second by Ms. White to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5879

RESOLUTION ACKNOWLEDGING THE HIRING  
OF A PART-TIME STREET CLEANER.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Raymond L. Milan, III be hired as a part-time street cleaner at the rate of \$9.00 per hour.
2. THIS Resolution shall be effective March 24, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5880

RESOLUTION ACKNOWLEDGING A REGULAR STATUS  
CLERK TYPIST 2.

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WHEREAS, probationary period of 180 days for Jeannette Rivera ends April 29, 2016, in accordance with the rules and regulations of the Civil Service Commission of the State of Pennsylvania.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT Jeannette Rivera is approved as a regular status Clerk Typist 2.
2. THIS Resolution shall be effective April 30, 2016.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5881

RESOLUTION AUTHORIZING THE MAXIMUM INCOME LIMITS  
FOR ADMISSION TO LOW-INCOME PUBLIC HOUSING/  
SECTION 8 ASSISTED UNDER THE UNITED STATES  
HOUSING ACT OF 1937, AS AMENDED.

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WHEREAS, Public Housing Authorities are required to achieve the housing of resident families with a broad range of income representative of the low-income populace in the area of operation of such Public Housing Authority/Section 8; and,

WHEREAS, the Reading Housing Authority desires to make low-income Public Housing/Section 8 available to all eligible families to the fullest extent allowed; and,

WHEREAS, the Reading Housing Authority has received from the Department of Housing and Urban Development revised Public Housing/Section 8 Income Limits on which maximum income limits for admission to low-income housing are based.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that the Reading Housing Authority adopts as the maximum income limits for admission to low-income Public Housing/Section 8, operated by the Reading Housing Authority, the following:

INCOME LIMITS

<u>No. of persons in family</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>
1	\$39,700.00	\$24,850.00	\$14,900.00
2	\$45,400.00	\$28,400.00	\$17,000.00
3	\$51,050.00	\$31,950.00	\$20,160.00
4	\$56,700.00	\$35,450.00	\$24,300.00
5	\$61,250.00	\$38,300.00	\$28,440.00
6	\$65,800.00	\$41,150.00	\$32,580.00
7	\$70,350.00	\$44,000.00	\$36,730.00
8	\$74,850.00	\$46,800.00	\$40,890.00
9	\$79,400.00	\$49,650.00	\$45,050.00
10	\$83,900.00	\$52,500.00	\$49,210.00

BE IT RESOLVED AND IT HEREBY IS FURTHER RESOLVED, that utilization of the foregoing maximum income limits for low-income Public Housing/Section 8 operated by the Reading Housing Authority, shall be effective January 1, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5882

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH RAM SIDING COMPANY, INC.  
FOR SYLVANIA HOMES EXTERIOR IMPROVEMENTS.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Ram Siding Company, Inc., for Sylvania Homes Exterior Improvements, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract in the amount of \$1,569,982.00 is the lowest acceptable bid as reviewed and approved by the Solicitor.

3. THIS Resolution shall be effective April 26, 2016.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5883

RESOLUTION APPROVING TRAVEL TO SCOTTSDALE, AZ,  
TO ATTEND THE 2016 HONEYWELL USERS GROUP (HUG) SYMPOSIUM  
TO BE HELD JUNE 5 – JUNE 9, 2016.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Daniel F. Luckey and Frederick H. Prutzman for travel to Scottsdale, AZ, to attend the 2016 Honeywell Users Group (HUG) Symposium to be held June 5 – June 9, 2016.

2. THIS Resolution shall be effective April 26, 2016.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. Keely and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5884

RESOLUTION APPROVING THE TERMS AND AUTHORIZING  
THE EXECUTION OF A CONTRACT WITH  
RATT INC. DBA ORKIN PEST CONTROL, TO PROVIDE  
PEST CONTROL SERVICES AT ALL  
READING HOUSING AUTHORITY SITES.

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BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the contract with Ratt Inc. dba Orkin Pest Control to provide pest control services at all Reading Housing Authority sites, are hereby approved, the said Contract to be in substantially the following form:

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CONTRACT ON FILE IN THE COMPTROLLER'S OFFICE.

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2. THE said Contract in the amount of \$15,045.00 is pending review and approval by the Solicitor.

3. THIS Resolution shall be effective May 1, 2016.

Ms. Keely introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Lorena Patricia Keely  
Mrs. Rebecca Acosta  
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Ms. Keely to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard on Tuesday, May 24, 2016.

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Recording Secretary